

Email & Other Registration Tasks

SOAR 2015

Please complete the following tasks. The whole process should take less than 15 minutes. We encourage you to do as many of the tasks as you can while you are here and assistance is available. Any task that you do not complete today, may be completed from home at a later date. Just remember to do them before you come to campus in the fall.

Task 1 – Change your password

The password that you are given is computer generated for security purposes, but is not easy to remember. If you wish, you may change your password to something that is easier for you to remember, if you follow the steps below.

1. Go to <http://exchange.wartburg.edu> and log in to your email account with your user name and password.
2. Under your name in the upper right hand corner of the window, select “Options”.
3. From the list of options presented, choose “Change Your Password . . .”
4. Enter your old password and then your new password. You will enter the new password twice to ensure there are no typos. Also remember that your new password must:
 - **Have at least 8 characters**
 - **Contain 3 out of the following 4 categories**
 - Lower case alphabetic (a,b,c,...)
 - Upper case alphabetic (A,B,C,...)
 - Numerals (1,2,3,...)
 - Special characters (@#!?, etc.)
 - **NOT contain part of your name**
5. Press “Save”.

Make sure
you have 3
of these 4!!!

Task 2 – Register to reset your own password

If you forget your password, you will either need to call the ITS Help Desk during normal business hours or if you have pre-registered, you can reset it yourself. To pre-register, complete the following steps.

1. Go to <http://pwreset.wartburg.edu>
2. At the Self Service Reset Password Management screen, select “Enroll into SSRPM”

Self Service Reset Password Management

Welcome to Self Service Reset Password Management. This program will help you reset your password if you have forgotten your password.

Please choose between one of the SSRPM options below:

- Enroll into SSRPM**
You must enroll into SSRPM to be able to reset your password.
- Reset your password**
Reset your password if you have forgotten your password and would like to reset it.
- Unlock your account**
Unlock your account if you are locked out and you still know your password.

3. Enter your username (firstname.lastname) and your current password (if you just changed it in the step above, use that new password otherwise use the one on the sheet you were given). The Domain is Wartburg. Press continue.

Self Service Reset Password Management

SSRPM Enrollment: Logon

Please provide your username, password and domain name.

User:

Password:

Domain:

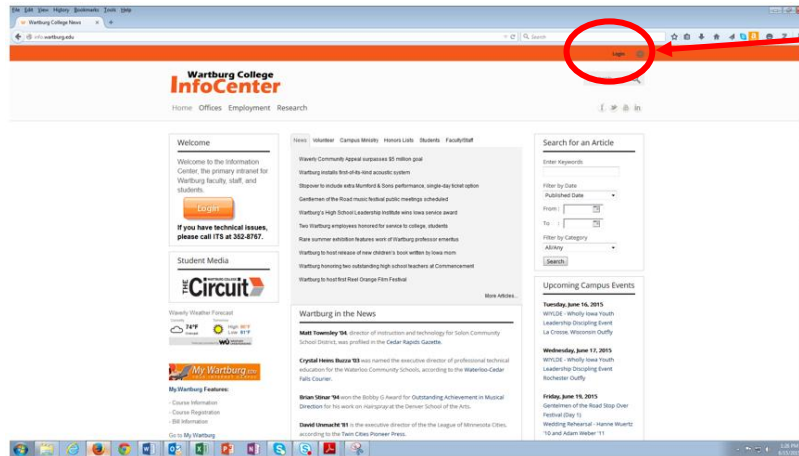
Home Continue

4. Continue with the registration process by creating and answering your own challenge questions.
5. Once you have completed the registration process, if you ever need your password reset, you will be able to come back later <http://pwreset.wartburg.edu> and choose the second option “Reset your password” and be able to reset your own password without the assistance of ITS.

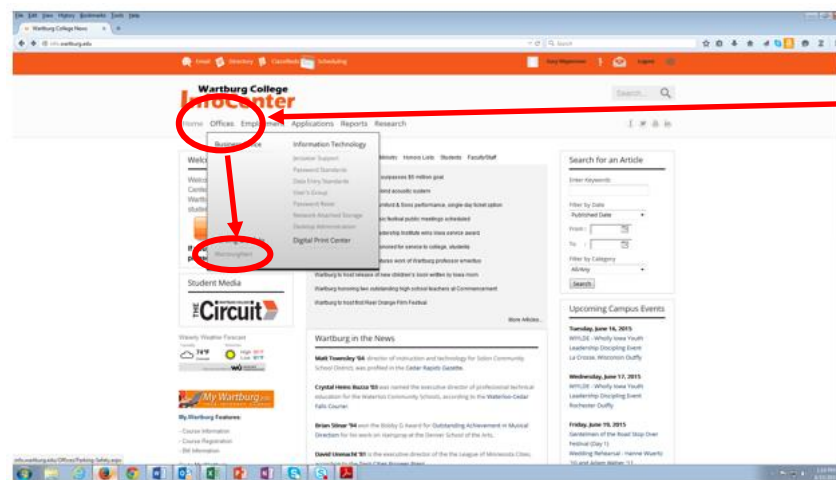
Task 3 – Register for Wartburg Alert

WartburgAlert is Wartburg College’s emergency notification system. If you wish to be notified in the case of a campus emergency, you must register in the system. Notifications can be sent by phone, email and/or text. Just complete those options by which you wish to be notified.

1. Go to <http://info.wartburg.edu> and in the in the upper right hand corner, click login.
2. Enter your username and password.



3. Hover over the “Offices” and move the mouse into the box and select “Wartburg Alert”.

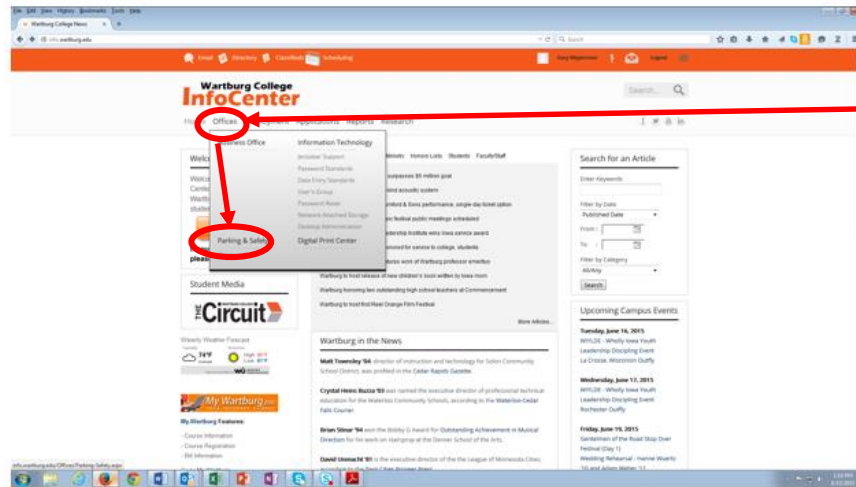


4. Click “Account Creation”.
5. Enter the contact information for the ways you wish to be contacted in the event of a campus emergency.
6. If you need to register your car, go to Step 5. Otherwise, proceed to Step 6.

Task 4 – Register your car

Parking registration is mandatory for all students bringing a car to campus, regardless of how many classes you are taking or for how long you will have the vehicle on or near campus. If you cannot register today, be sure to register **no later than June 24**. Commuter students must also register their vehicles.

1. On <http://info.wartburg.edu> (log in, if you aren’t already), hover over “Offices” and move the cursor into the box and select “Parking and Safety”.



2. Then select the “Parking Registration” in the box at the left.
3. Complete the forms and then log out.

Task 5 – Log out

Log out of all applications.
You are finished.